

CHICAGO HISTORY MUSEUM

INTERN POSITION DESCRIPTION

INTERNSHIP TITLE: Research Assistant for the Chief Historian
DEPARTMENT: Collections and Research
STATUS: Unpaid Intern (non-employee)
ACTIVITY SUMMARY: To assist the Chief Historian with research and to work on the Studs Terkel Project

POSITION SPECIFIC ACTIVITIES AND CORRESPONDING EDUCATIONAL GOALS:

| ACTIVITY | EDUCATIONAL GOAL |
|---|--|
| To identify and retrieve images in the Research Center | The intern will develop and improve analytical skills as they understand historical images as visual texts; the intern will gain understanding how a special library and archives are organized and operate. |
| To research aspects of Chicago history in the CHM Research Center and on the Internet | The intern will refine research skills as they develop a research strategy for an assignment; they will learn how to weigh various kinds of history evidence for accuracy and significance; the intern will gain and improve knowledge of Chicago history. |
| To update electronic records for acquisitions and for the Studs Terkel Project | The intern will further develop ability to pay attention to detail and strive for accuracy; the intern will also become familiar with a notable oral history project. |

ADDITIONAL INTERN ACTIVITIES:

- Filing, photocopying, creating PowerPoint presentations
- Intern will be given opportunities to attend organizational events such as staff meetings and other meetings such as brown bag lunches to gain a broader understanding of the workplace and its initiatives. In addition, opportunities for networking and informational interviews with staff will be available at the intern's request.
- Other activities as assigned that will further the intern's learning, knowledge, and experience.

GENERAL GOALS:

The Intern's activities help fulfill the Museum's mission and purpose which is "To help people to make meaningful and personal connections to history" and will serve a civic, charitable, and humanitarian purpose consistent with our non-profit status.

-This internship will provide training similar to that which would be given in an educational environment and which is primarily for the benefit of the intern;

- This internship will also provide the intern with close supervision by regular employees qualified in the intern's field of study.

- CHM will cooperate with educational institutions to ensure that the internship is academically oriented for the benefit of students;

CHM VALUES:

Contribute to and promote a positive culture at CHM by demonstrating the following values in their interactions with colleagues, external partners, and all audiences and through the products developed and services delivered:

Discovery: brings a sense of wonder and curiosity to their work, seeking new ideas and opportunities or approaches to advance the work of the museum. Makes connections to their colleagues and their work; with CHM audiences and history; and with the collections and current scholarship.

Creativity: never satisfied with the status quo, always ready to take chances, try new things, and be original through initiating exploration of alternative possibilities, idea generation, and problem solving. Imagines new and innovative processes, services, products, and experiences.

Empathy: strives to get along with everyone, to invest in collaborative work, and to see things from other people's perspectives through anticipating the needs of colleagues and CHM audiences. Recognizes that it is no longer enough to treat people the way that you want to be treated, but must try to treat others as they want to be treated.

Authenticity: is genuine and true in all relationships; delivery of products and services; and the interpretation of history.

Integrity: is honest, ethical, and fair in work ethic, business practices, internal and external relationships, and scholarship. Is a good ambassador for CHM at all times.

Service: contributes to a culture that extends quality customer service to CHM's audiences to ensure they feel welcome, safe, and comfortable, and to colleagues through being courteous, responsive, and supportive of the work of others.

Collaboration: fosters a positive spirit when working with others and on teams through being inclusive; freely sharing ideas, information, and abilities; seeking and respecting the contributions and viewpoints of others, and thoroughly integrating this input in their work.

Purpose: The Chicago History Museum's purpose is to help people make meaningful and personal connections to history.

SUPERVISOR: Executive vice President & Chief Historian

WORKING RELATIONSHIPS:

Executive vice President & Chief Historian; Executive Assistant & Manager; Research Center staff

QUALIFICATIONS:

- BA in History in progress preferred, but working on a degree in a humanities-based theme is acceptable
- Experience doing library-based research
- General knowledge of American history and research techniques
- Proficiency with PowerPoint, Word, and Excel
- Ability to meet deadlines and work independently, sense of humor, resiliency, determination, strong work ethic.
- Excellent verbal and written skills
- Commitment to follow the rules and guidelines contained in the Chicago History Museum Internship Program Handbook.
- Agreement to submit to a background screening and provide 2 recent references.
- Commitment to the mission, values, and programs of the Chicago History Museum

TIMEFRAME OR COMMITMENT:

12-15 hours per week. Internship ends December 13, but can be extended to May 2014 if mutually desired

This internship description is not intended to be an express or implied contract between CHM and anyone. CHM reserves the right to change or assign other duties to this intern position as necessary. CHM is an equal opportunity institution.

APPLICATION DEADLINE

We are currently accepting applications for this internship project opportunity.

HOW TO APPLY

A completed internship application consists of the following:

- a completed internship application form (available online)
- a one-page personal statement describing your reasons for seeking an internship at CHM and what you hope to gain from the experience
- a resume outlining your educational, professional, and volunteer experiences
- contact information for two references

Every effort is made to match the skills and interests of prospective interns with the needs and priorities of the department and the institution overall. The application materials will outline the specific qualifications requirements for individual projects. The Chicago History Museum does not discriminate on the basis of race, color, religion, sex, or national origin.

